

DD 2875 System Authorization Access Request (SAAR) Instruction:

Type of Request: Select the appropriate box. If this is a modification or deactivate, then enter the current USER ID.

Date: Enter today's date.

System Name: Enter one of the following:

- "ARKLANT Unclassified" (NIPRNET)
- "ARKLANT Classified" (SIPRNET)
- "Eighth Army RIPRNet"

Location: Enter the Installation name, i.e. USAG-Humphreys.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

Block 1: Name - The last name, first name, and middle initial of the user and the user's 10-digit EDIPI number from the user's certificate on their CAC (i.e. Doe, John A / 1234567890).

Block 2: Social Security Number - Enter only the last 4 of the user.

Block 3: Organization - The user's current organization (i.e. USAG-Humphreys, 2CAB, 602nd ASB, etc).

Block 4: Office Symbol/Department - The office symbol within the current organization (i.e. NETC-SKD-D-DOIM).

Block 5: Telephone Number/DSN - DSN phone number of the user. If DSN is unavailable, indicate commercial number.

Block 6: Official E-mail Address – User's AKO E-Mail Address (Example: john.doe@us.army.mil). If no AKO email address, leave blank.

Block 7: Job Title/Grade/Rank - The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5) / military rank (COL, United States Army, CMSgt, USAF) or "CTR" if user is a contractor.

Block 8: Official Mailing Address - User's official mailing address.

Block 9: Citizenship - Place an "X" in the appropriate box: US / FN / Other. If other, please note in Block 27

Block 10: Designation of Person - Place an "X" in the appropriate box: Military / Civilian / Contractor.

IA Training and Awareness Certification Requirements - User must indicate he or she has completed the Annual Information Awareness Training at: <https://ia.gordon.army.mil/dodiaa/default.asp> and the date completed.

Block 11: User's Signature - User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).

Block 12: Date - The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

Block 13: Justification for Access - A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.

Enter the type of access being requested justify that access.

- (a) New Domain Network ID
- (b) New Exchange Email Account
- (c) New TSACS ID or VPN Remote Access See Note

Note: TSACS and VPN access requests will include the following statement in this block: ***"The user requires remote access to the Korea Domain email outside the duty location due to operational requirements. Remote access will be established from a government furnished computer that is properly marked according to DoD/Army Data-at-Rest guidance."***

- (e) New WebLSR Account
 - (1) TCO
 - (2) DOIM
 - (3) ACOM
 - (4) BDE S3
 - (5) G6
 - (6) J6
- (f) New VMS account
- (g) Delete Domain Network ID
- (h) Delete Exchange Email Account
- (i) Delete TSACS ID (Remote Access)
- (j) Delete LSR Account
- (k) Change Any Data in Section I (Explain in block 27)
- (l) Other (Explain in block 27)

Block 14: Type of Access Required - Place an "X" in the appropriate box.

- Select "Authorized" for basic users
- Select "Privileged" for IMO or other privileged access

Block 15: User Requires Access To - Place an "X" in the appropriate box. Specify category.

Block 16: Verification of Need to Know - Verify that the user requires access as requested.

Block 16a): Expiration Date for Access – DEROS / Contract Expiration Date / etc.

Block 17: Supervisor's Name (Print Name) - The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required. This is the individuals Immediate Supervisor or organization S6 Officer.

Block 18: Supervisor's Signature - Supervisor's signature is required by the endorser or his/her appointed representative.

Block 19: Date - Date supervisor signs the form.

Block 20: Supervisor's Organization/Department - Supervisor's organization and department.

Block 20a: E-mail Address - Supervisor's e-mail address.

Block 20b: Phone Number - Supervisor's telephone number.

Block 21: Signature of Information Owner/OPR – See below:

TSACS requests: The organization Commander or Director in the grade of O5/GS14/NSPS Grade 3 or above.

VPN requests: The organization Commander or Director in the grade of O6/GS15/NSPS Grade 3 or above.

New Domain / Email Account: The unit Commander grade of O3 or above.

TCO / WebLSR Account: The unit Commander grade of O3 or above.

FMS IMO Account: The unit Commander grade of O3 or above.

Block 21a: Phone Number - Functional appointee telephone number.

Block 21b: Date - The date the functional appointee signs the DD Form 2875.

Block 22: Signature of Information Assurance Officer (IAO) or Appointee Signature - This is the organization Information Assurance Security Officer (IASO). Must be on appointment orders. See AR 25-2, para 3-3f.

Block 23: Organization/Department - IASO's organization and department.

Block 24: Phone Number - IASO's telephone number.

Block 25: Date - The date IASO signs the DD Form 2875.

Block 27: Optional Information – Additional information if required

C. PART III: Certification of Background Investigation or Clearance.

Block 28: Type of Investigation - The user's last type of background investigation (i.e., NAC, NACI, NACLC or SSBI). See AR 25-2, para 4-14a

Block 28a: Date of Investigation - Date of last investigation.

Block 28b: Clearance Level – NA for NIPR email, TSACS, VPN, WebLSR, IMO FMS accounts. For SIPR and RIPR account requests, enter the user's current security clearance level. At a minimum, user must have a Secret.

Block 28c: IT Level Designation - The user's IT designation (Level I, Level II, Level III or Level IV). See AR 25-2, para 4-14a(2) thru (5) for detailed definitions.

- **IT IV:** Write this in. Not on form. Defined as non-IT positions which are temporary, intermittent,, or seasonal, for example unofficial volunteers or summer hire positions, requiring restricted user-level access to unclassified ISs only.
- **IT III: Normal users and statutory volunteers. This is what 99% of your personnel will be.**
- **IT II:** IMOs/ IASOs requesting privileged-level access
- **IT I:** System or network administrators for infrastructure level devices, or of classified systems and devices. This is primarily enterprise services above the installation level.

Block 29: Verified By - The organization Security Manager or representative prints his/her name to indicate that the above clearance and/or investigation information has been verified.

Block 30: Security Manager Telephone Number - The telephone number of the organization Security Manager or his/her representative.

Block 31: Security Manager Signature - The organization Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

Block 32: Date - The date that the form was signed by the organization Security Manager or his/her representative.

D. PART IV: Leave Blank